

# RFI Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000010807	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC235 Industrial Supplies			
Start Time	Finish Time		
12/28/2018 10:00:00 CST	01/09/2019 10:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Michael Neely  
**Phone:**  
**Email:** michael.t.neely@tn.gov

## Event Description

PRE-RESPONSE CONFERENCE NOTIFICATION

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and

Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to

<https://supplier.edison.tn.gov>. Click on the link that says Supplier Portal Home Page and then log in

with your supplier ID and password. Click on the event under the Events box.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to prepare copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information. Request for Information (RFI)

Conference: Pre-Bid Conference

Title: SWC235 Industrial Supplies

-Statewide Contract for Industrial Supplies

Date: January 9, 2018

Time: 10:00 AM Central Time Location:

Department of General Services Central Procurement Office Conference Room #: CPO

Morrow Room Tennessee Tower, 3rd Floor

312 Rosa L. Parks Avenue Nashville, TN 37243

Conference Call-in: 615-253-8313

If you have questions, please contact the Solicitation Coordinator Mike Neely at

(615) 741-5971 or Michael.t.neely@tn.gov or call the Central Procurement Office

main number at (615) 741-1035.

## Factor Summary

Question	Response
Please enter the number of days that your bid offer will expire from the bid opening date:	

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

# RFI Details (cont.)

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Question	Response
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A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory ResponseYes

### Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

- (a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;
- (b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and
- (d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

# RFI Details (cont.)

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**Contact:** Michael Neely  
**Phone:**  
**Email:** michael.t.neely@tn.gov

### Response Comments

Question	Response
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How many days after receipt of purchase order will it take you to deliver this item?

Required: Yes Mandatory ResponseNo

### Response Comments

Please enter the percentage bid for catalog items as specified.

Note: Enter the percentage as a decimal. Do not use a minus sign (-) or a plus sign (+).

Examples:

-10% = .9

0% = 1.0 (net cost)

+10% = 1.1

Required: Yes Mandatory ResponseNo

### Response Comments

Inventory, Time in Business

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of providing the products requested.

List the Average Inventory Dollar Amount

Please enter the information for three comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

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United States  
Michael Neely

**Contact:**  
**Phone:**  
**Email:** michael.t.neely@tn.gov

### Response Comments

Associated Terms:

#### **Inventory, Time in Business**

A bidder must have occupied a bona fide place of business with a representative inventory of products or supplies necessary for production of the products for at least one year, must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and must provide any other evidence required and requested in order to establish evidence of its ability to furnish the products or services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

List the Return Goods Policy:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### **Return Goods Policy**

All costs associated with the return of goods for repair and/or replacement under warranty shall be done at the expense of the vendor/ contractor, unless otherwise specified. The bidder shall indicate below their standard return goods policy.

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Bidders Secretary of State issued I.D. Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### **Register with the Secretary of State's Office**

Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contact information for the Secretary of State's Office: State of Tennessee, Department of State, Corporate Filings, 312 Rosa L Parks Avenue, 6th Floor, William R. Snodgrass Tower, Nashville, TN 37243-1102, email: . business.services@state.tn.us; website: <http://www.tennessee.gov/sos/apd/index.htm>

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**Contact:** Michael Neely  
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If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

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I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.  
**IMPORTANT:** By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes Mandatory Response:Yes

### Response Comments

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory Response:No

### Response Comments

Associated Terms:

### Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

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# RFI Details (cont.)

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Question	Response
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Does the discount listed on this line include all items in the above catalog listed for this line?

Required: Yes Mandatory ResponseNo

### Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Required: Yes Mandatory ResponseNo

### Response Comments

# RFI Details (cont.)

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## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



# RFI Details (cont.)

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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016